

# Retention and Classification Report

**Agency:** Utah Grazing Improvement Program (3626)

Utah Graving Improvement Program  
350 N Redwood Road  
Salt Lake City, UT 84116  
801-538-4927

**Records Officer** Sue Munteer

28575    Grazing Improvement Program grants

**AGENCY:** Utah Grazing Improvement Program

**SERIES:** 28575

3

**TITLE:** Grazing Improvement Program grants

**DATES:** 2007-

**ARRANGEMENT:** Numerical by grant number

**DESCRIPTION:**

These records document conservation and range improvement projects that have been installed with state funds. Grants are awarded in order to fund grazing, watershed, and range conservation for livestock and wildlife habitat improvement. These records are used by agency employees to complete field inspections, to process payments, and to monitor and document completed work. Records may include contact information for those doing range improvement projects, tax identification numbers, descriptions of completed work, and images showing the location of projects.

**RETENTION:**

Retain 3 years after grant has expired

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

**AUTHORIZED:** 08/27/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after grant has expired and then destroy.

**AGENCY:** Utah Grazing Improvement Program

**SERIES:** 28575

**TITLE:** Grazing Improvement Program grants

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. Utah Code 63G-2-305(6) 2014